



UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF OHIO

Vacancy Announcement 14-14

POSITION TITLE:	Operations Specialist	NUMBER OF POSITIONS:	Up to three (3)
DUTY STATION:	Cleveland, Ohio	GRADE/SALARY RANGE:	CL 24/CL 25 (\$36,078-\$64,774)
POSITION TYPE:	Full-time permanent	AREA OF CONSIDERATION:	All qualified applicants
OPENING DATE:	11/07/2014	CLOSING DATE:	Applications preferred by 11/21/2014. Open until filled.

The U.S. District Court for the Northern District of Ohio, Clerk's Office, has an immediate opening for Operations Specialists in our Cleveland courthouse. Starting salary commensurate with work experience, education, prior/present pay history and previous federal court experience. Promotion potential to CL 25 without further competition if the appropriate qualification requirements are met.

POSITION OVERVIEW

Operations Specialists operate in a team environment and must handle all aspects of judicial support. Duties include docketing, maintaining and processing case information, and managing the progression of cases to final disposition in accordance with approved internal controls, procedures, and rules. Incumbents perform noticing, manage the progression of cases, maintain official case records, and monitor the completion of required procedural steps. Operations Specialists review filed documents to determine conformity, take appropriate action, ensure all orders and automated entries are appropriately and accurately docketed, and make summary entries on the docket of all documents and proceedings. Incumbents are expected to support other Operations functions (e.g., jury administration, intake, records) as well as serve as Electronic Court Recorder Operators and back-up Courtroom Deputies based on the needs of the court.

The incumbent is a member of the Clerk's Office operations staff and provides services to the bench, bar and public. Travel between divisional offices in Akron, Toledo and Youngstown is required based on the operational needs of the Clerk's Office.

This position offers an excellent opportunity to gain experience and knowledge in a variety of functions in the Clerk's Office. Duties include extensive customer service, cashier/intake, docketing and noticing, data quality control, reviewing and processing of civil and criminal documents which are the official record of the Court, scanning of documents, mail processing, records management, which includes filing and archiving records, electronic court recording, jury and courtroom deputy support. These vital functions of the Clerk's Office provide a good overview of the variety of functions performed and an opportunity to become familiar with court documents, the sequence of their use, and how cases move through the federal court.

The Clerk's Office offers an opportunity for a team player who is self-motivated, detail oriented with excellent interpersonal communications skills, strong desktop skills, basic problem-solving skills and a strong work ethic. Our fast-paced, prestigious environment consists of challenging and rewarding work, training opportunities, and the potential for advancement for bright people with strong initiative, flexibility and ability to multi-task.

QUALIFICATIONS

To qualify for CL 24, candidates must have a minimum of one year of specialized experience equivalent to work at CL 23. To qualify for CL 25, candidates must have a minimum of year of specialized experience equivalent to work at CL 24. Prior training or experience in Electronic Court Recording or Courtroom Deputy duties is preferred.

Specialized Experience: Progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulation, directives, or laws and involve the routine use of legal terminology and automated software and equipment for word processing, data entry or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

Legal/paralegal experience and experience with federal court electronic filing is desirable.

PREFERRED QUALIFICATIONS

Bachelor's degree from an accredited four-year college or university or legal education or paralegal certification.

REQUIRED SKILLS

- Proficiency with Windows-based applications, including database, spreadsheets, WordPerfect or Word and Adobe PDF files
- Ability to use general office equipment
- Ability to operate and maintain sound recording equipment
- Customer service skills
- Ability to communicate effectively, both orally and in writing, in a professional manner
- Ability to apply a body of rules, regulations, directives, or laws
- Strong attention to detail and organization skills
- Ability to maintain strict confidentiality and work under deadlines
- Problem solving skills

CONDITIONS OF EMPLOYMENT

Applicants must be U.S. citizens or eligible to work in the U. S. A background investigation with law enforcement agencies, including fingerprint and criminal record checks will be conducted. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. This position is subject to mandatory electronic fund transfer (direct deposit) for salary payment.

INFORMATION FOR APPLICANTS

Applicants selected for interviews must travel at their own expense. A general skills assessment test will be administered. The Court reserves the right to modify the conditions of this job announcement or to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which action may occur without any prior written notice. The Court will only communicate with those qualified applicants who are selected for an interview. **No phone calls please.**

Judiciary employees serve under excepted appointments and are considered "at will" and can be terminated with or without cause by the Court. The U.S. Courts require employees to adhere to a Code of Conduct that is available to applicants for review at the court's web site www.ohnd.uscourts.gov

BENEFITS

- 10 paid holidays per year
- 13 days paid vacation for the first three years of full-time employment. Thereafter, 20 to 26 days per year dependent upon length of federal service
- 13 days of paid sick leave per year (unlimited accumulation)
- Choice of a variety of employer-subsidized health and life insurance plans
- Choice of supplemental dental and vision insurance
- Mandatory participation in the Federal Employees Retirement System

- Optional participation in the Thrift Savings Plan (a retirement savings plan similar to 401(k) plans)
- Optional long-term disability and long-term care insurance
- Optional participation in the Judiciary Flexible Benefit and Commuter Benefit Programs
- Public transportation subsidy

HOW TO APPLY

Please submit the following documents to the address below: cover letter, resume, two professional references, and a completed form AO78 (Application for Employment), available at the court's web site www.ohnd.uscourts.gov/home/careers-in-the-court/. Applications may also be e-mailed to **apply@ohnd.uscourts.gov**. E-mailed documents must be in WordPerfect, Microsoft Word, or PDF format. Use only one method of application. All requested documentation must be provided in order to be considered for this position.

United States District Court
Carl B. Stokes U.S. Court House
Attn: Human Resources Department #14-14
801 West Superior Avenue, Suite 1-115
Cleveland, OH 44113-1830

THE UNITED STATES DISTRICT COURT IS AN EQUAL OPPORTUNITY EMPLOYER.